



**United States District Court for the
Southern District of Alabama
Mobile, Alabama**

**VACANCY ANNOUNCEMENT #DC 23-08
CHIEF DEPUTY CLERK II**

The United States District Court for the Southern District of Alabama is currently accepting applications for a full-time Chief Deputy Clerk. This permanent position requires scheduled hours of Monday through Friday from 8:00 a.m. until 5:00 p.m. (must be able to work during non-business hours, including weekends and holidays, as needed for emergency and other matters) and is located in the Clerk's Office in Mobile, Alabama. This position will be subject to a six-month probationary period.

Position:	Chief Deputy Clerk II
Salary Range:	\$160,568- 195,000 (JSP16), depending on experience
Opening Date:	November 22, 2023
Closing Date:	Open Until Filled

MISSION OF THE CLERK'S OFFICE:

The United States Courts are an independent, national judiciary providing fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs.

POSITION OVERVIEW:

This position is located within the Clerk's Office and appointed by the Clerk of Court with the approval of the Chief Judge. The Chief Deputy Clerk is a senior executive-level management, professional position that oversees day-to-day operation and administration of the Clerk's Office, including staff development, change management to meet current and future needs of the Court, and making recommendations to the Clerk of Court on various management matters. The Chief Deputy Clerk reports directly to the Clerk of Court and assumes the Clerk's duties in the absence of the Clerk of Court. The Court is comprised of ten District and Magistrate Judges and their chambers staff, and the Clerk's Office staff of 26 employees.

The Chief Deputy Clerk primarily directs supervisors and ensures compliance with the appropriate rules, Federal statutes, guidelines, policies, and approved internal procedures. The position works closely with IT, Finance, Human Resources, Jury, Intake, and various court committees. This position also works closely with the Administrative Office of the U.S. Courts, the U.S. Marshals Service, the U.S. Probation Office, the U.S. Attorney's Office, the Federal Defenders Office, the Federal Bar Association, the Alabama State Bar, and the Mobile Bar Association. Occasional travel is required.

REPRESENTATIVE DUTIES:

This position operates with a high degree of independence and may perform any of the following duties and responsibilities within the policy directives of the Clerk of Court:

- Supervises the Clerk's Office Administrative and Operational functions including case and records management, human resources, finance, jury, statistical reporting, automation, court reporters, court interpreters, court sessions, and fiscal matters. This position oversees personnel matters for indirect reports.

- Creates and maintains a training atmosphere where continuous improvement is valued and encouraged as to all aspects of operations, especially as to the CM/ECF system.
- Provides leadership, management, and supervision for the operations of the Clerk's Office.
- Oversees the business of the court, including case processing, statistical reporting, case management, jury, custody of official court records, and court reporting and interpreting services.
- With approval, formulates, implements, and modifies organizational policies, which involves collaboration with Judges and court personnel. Interprets and applies statutes, rules and operational procedures, including the Guide to Judiciary Policy. Participates in the development of court-wide policies. Assists with devising and executing strategic plans for the Clerk's Office and the Court.
- Assists the Clerk of Court in the creation of strategic plans, goals and visions. Creates and implements plans for increasing operational efficiency in the Clerk's Office.
- Oversees the operation and functionality of the Court's case management electronic filing (CM/ECF), quality control, and records management systems. This includes continuous critical analysis and the development and implementation of improvements to these systems.
- Works with the Judges and the Clerk of Court on the development of policies/procedures to ensure quality and to improve the consistency of case processing and operations between Court divisions.
- Serves as project manager for the initiatives of the Court Operations Unit.
- Builds diverse project teams to include members from each area involved/affected.
- Collaborates with other departments and units of the Court during all four phases of the project life cycle: initiation, planning, execution and closure.
- Attends and supports various Judges' meetings as needed. Responsibilities include the preparation of agendas, meeting materials and minutes.
- Oversees the accurate maintenance, collection and reporting of case statistics.
- Insures the complete and thorough documentation of all Clerk's Office operational policies and procedures, including docketing manuals, courtroom deputy manuals, CM/ECF guides, practice guides, training materials, and statistical manuals.
- Interacts with the Administrative Office, the Federal Judicial Center, other federal courts and court units, the bar, government agencies, and the public to resolve complex issues of practice and procedure.
- Researches and analyzes data, prepares comprehensive reports and presentations, and develops and implements programs.
- Arranges assistance to attorneys and their staff with electronic filing processes, procedures, and documentation.
- Manages maintenance of the jury wheel, summoning of jurors and evaluation of questionnaires, maintenance of juror attendance, juror orientation, and assignment of panels.
- Provides advice on complex matters to staff, supervisors, managers, unit executives, and Judges.
- Prepares comprehensive memoranda, reports, correspondence, draft administrative orders, and proposed procedural rules.
- Works with various governmental agencies on a variety of issues necessary to court activities such as data processing, fiscal and personnel.
- Works with members of the bar and the public to improve the delivery of court services.
- Develops effective working relationships with various groups and individuals outside the Court, such as bar associations, officials of other government agencies and State court officials.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

The successful candidate must possess the following: excellent interpersonal skills; the ability to handle personnel matters with tact, directness, fairness and sensitivity; a documented track record of tangible success in the oversight and management of large projects; demonstrated ability to lead with vision, articulate priorities, develop staff, and drive organizational excellence; a performance history that demonstrates strong organizational, prioritizing, and problem-solving skills; solid oral and written communication skills; excellent legal writing skills; the ability to consistently demonstrate sound judgment and impeccable ethics; and policy interpretation and application skills.

Candidates must have a bachelor's degree or four years of post-secondary academic education. Applicants may substitute two years of court management experience for two years of the educational requirement, or substitute 10 years of federal court management experience for four years of post-secondary academic education.

Candidates must have a minimum of six years of progressively responsible experience, three of which qualify as "generalized experience" and three of which qualify as "specialized experience," as those terms are defined below.

PREFERRED QUALIFICATIONS:

A bachelor's degree from an accredited college or university in public administration, business, law, finance, or a related field.

Completion of a juris doctorate (JD) or a postgraduate degree in public, business or judicial administration (MPA, MBA, etc.), from an accredited college or university.

At least two years of experience at a federal or state court.

GENERALIZED EXPERIENCE:

Progressively responsible administrative, professional, investigative, technical or other responsible work which provided an opportunity to gain:

- (a) a general knowledge of management practices and administrative processes,
- (b) skill in dealing with others in person-to-person work relationships, and
- (c) the ability to exercise mature judgment.

SPECIALIZED EXPERIENCE:

Progressively responsible experience in administrative, supervisory, managerial or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management.

COURT PREFERRED SKILLS:

- Court operations management experience.
- Experience with the federal courts' CM/ECF system.
- Experience which required knowledge, interpretation, and application of court rules, procedures and/or statutes.

- Knowledge of or the ability to learn court operations, functions, and organizational structure. Basic understanding of court documents. Ability to use the court automated case management system to obtain or research necessary information.
- A working knowledge and understanding of legal terminology and procedures, federal rules of procedure, and the operational processes of the federal judiciary.
- Knowledge and skill in the use of automated equipment including MS Outlook, Word and Excel applications. The candidate is expected to use multiple web-based applications and maintain judiciary privacy and security requirements.

BACKGROUND CHECK:

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Employees of the United States District Court serve under “Excepted Appointments” and are considered “At-Will” employees. Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Some lifting may be required. Occasional travel outside of the district is required. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

BENEFITS:

A generous federal benefits package is offered, including paid on-site assigned parking. For more detailed information about Federal Court benefits, go to <https://www.uscourts.gov/careers/benefits>.

APPLICATION PROCEDURES:

Qualified applicants must submit **ONE COMBINED PDF** document containing the following to alsd_hr@alsd.uscourts.gov.

- 1) Letter of interest explaining how your experience relates to the position requirements
- 2) Resume detailing all relevant experience, education and skills
- 3) List of three professional references with current contact information
- 4) Narrative addressing applicant’s management style and fitness for the position
- 5) Completed Application for Judicial Branch Employment (Form AO 78) available on the court’s website (www.alsd.uscourts.gov).

If your application packet does not include all information requested, you may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice. Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available. Please do not inquire about the status of your application. The U.S. District Court reserves the right to modify the conditions of this job announcement, or withdraw the job announcement without prior notice.

Equal Employment Opportunity Employer.